

# FIRST PRESBYTERIAN CHURCH

## FULTON, MISSOURI

Policy Number: **02-01**

Title: **Manual of Administrative Operations**

Effective Date: **April 1, 2013**

### I. Administrative Manual Purpose

A. The Session of the First Presbyterian Church in Fulton, Missouri adopts this Manual of Administrative Operations to formalize rules of operation and to provide guidance to pastor(s), employees, Session, and members of the congregation. This manual consists of policies intended to effectively serve the work of the church, which includes the:

1. proclamation of the gospel for the salvation of humankind.
2. shelter, nurture, and spiritual fellowship of the children of God.
3. maintenance of divine worship.
4. preservation of the truth.
5. exhibition of God's Kingdom to the world.

B. This manual is intended to enhance the abilities of the Church to effectively accomplish its mission by:

1. providing general policies containing clear expectations, requirements, and procedures.
2. establishing procedures for developing, approving, revising, and rescinding church policies.

### II. Manual Organization

#### A. Policy Numbering

1. The first two digits of a policy number refer to the specific chapter in the manual. Chapters in this manual include the following:

- a) Originating Documents (01)
- b) Policy and Planning (02)

- c) Church Governance (03)
- d) Personnel Management (04)
- e) Financial Management (05)
- f) Conduct and Conflict Resolution (06)
- g) Security and Emergency Situations (07)
- h) Church Property Management (08)
- i) Worship and Sacraments (09)

2. The third and fourth digits of a policy number refer to the specific policy within the chapters of the manual. Examples of four-digit manual numbers used in specific policies include:

- a) Relationship with Presbyterian Church USA and the Presbytery (03-01)
- b) Church Leadership Structure and Committees (03-01)
- c) Employee Classification (04-01)
- d) Work Expectations and Time Reporting (04-02)
- e) Employee Evaluations (04-05)
- f) Budget Preparation (05-01)
- g) Contributions and Offerings Accountability (05-02)
- h) Sexual Misconduct (06-01)
- i) Building Usage (08-01).

B. The title will succinctly represent the content of the policy.

C. The effective date will be determined by the Session as part of the approval process.

D. The body of policies in the manual will contain general information necessary to effectively communicate desired outcomes, procedures, processes, and expectations.

E. The Clerk of Session will sign all Church policies to be included in the Manual of Administrative Operations to indicate approval by the Session.

Original signed copies of all current Church policies and an archive of rescinded Church policies will be maintained by the Clerk of Session.

### III. Policy Development

- A. The Administration Committee will be responsible for drafting all church policies to be considered in the Manual of Administrative Operations.
- B. Information used in the creation of policies may be derived from a variety of documents, including the Book of Order, policies from other Presbyterian Churches, and laws and ordinances.
- C. Session members, committee members, the pastor, and other church employees may provide information to assist with policy development.

### IV. Policy Approval

- A. Regular Approval will involve submission of a draft policy to all Session members at least seven days prior to a Stated Session Meeting. This minimum review time period will allow for a detailed reading of the document and provide Session members an opportunity to formulate questions and suggest revisions of draft policies.
- B. Emergency Approval of a Church policy will occur when a situation of high liability or immediate concern becomes known, which requires urgent action. Emergency approval will require the Clerk to call a special meeting of Session that has been requested by two Session members.

### V. Policy Review and Revision

- A. All Church policies will be reviewed by the first day of June during even numbered years. A log of reviewed policies in the Manual of Administrative Operations will be maintained by the moderator of the Administration Committee.
- B. Revisions to Church policies in the Manual of Administrative Operations will be conducted by the Administration Committee and will include the same processes indicated in Policy Development, section III and Policy Approval, section IV.

### VI. Rescinding Church Policy

The administration committee may recommend to the Session that policies not providing support of the Church mission be rescinded. Policies may be rescinded using the processes contained in section IV, Policy Approval.

VII. Policy Distribution

With the exception of policies determined by the Session to contain confidential or sensitive information, e.g., security plans containing vulnerability information, Church policies in the Manual of Administrative Operations will be available for review by all Church members and employees.

Approved by the Session

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Date

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Ramona Dobson, Clerk of Session